

## Implementation Manager Meeting Minutes

**Name of group holding the meeting:** Implementation Managers

**Who called the meeting:** Bob Bair

**Date:** 1/23/03

**Time:** 11:00

**Place:** CSC Conference Room

### **Attendees:**

Bob Bair	(CSC)
John Sansing	
Bill Starr	
Patricia Jackson	
Jim Aikman	(Census)
Tanya Booth	
Rebecca Sweeney	(NOAA)
Teresa Coppelino	(NIST)
Wende Wiles	
Joe Hurney	(EDA)

### **Agenda:**

1. Status of RAU code delivery and functional testing
2. Status of CSC deliverable:
  - A/R Refinements
  - A/R Conversion
  - Standard Interface - A/R
  - Prior Year Upward/Downward Adjustments
  - Technology Migration
  - Bankcard
  - Standard Maintenance
  - Data Warehouse Budget and Expenditures Query Application Drill-Downs Phase II
3. CAMS/CSTARS Interface status update
4. CSC Risk Assessment
5. Status of bureau operations or implementations

### **Key issues or topics addressed:**

**Reimbursable Agreements Upgrade (RAU):** The software was delivered to the test team on schedule and now is in functional testing. Bureaus have expressed concern about the depth of testing and are using their own resources to independently expand testing depth. The CSC will be open on Saturday, 1/25, from 9-5 if bureau testers want to do additional ad hoc testing. The CSC plans to complete pass 1 of the scripted

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environment on 1/28 and then will do a second pass of the scripts once the coders deliver the reworks. The CSC will try to set up a second environment for ad hoc testing.

Bureau testers identified some new enhancements and the CSC will look at the cost and schedule impact.

**Accounts Receivable Conversion:** The CSC will do a full conversion on a bureau by bureau basis. NOAA and Census will convert only open balances. The CSC will meet one-on-one with Census, NOAA, and then NIST (in that order). The CSC also will send programmers to assess the data. After the one-on-one meetings, the CSC will convene a joint meeting to approve the strategy and the schedule to do the conversion. John Sansing would like to do all conversions at the same time.

**Accounts Receivable Refinements:** John Sansing will look into the status of technical assessments. We believe that most will be done by the end of the month. Once the assessments are complete, the CSC will establish a project plan to code ARs and deliver to bureaus.

**Accounts Receivable Standard Interface:** This project will be in 2 phases: Phase 1 is NIST critical requirements and Phase 2 is all other requirements. The requirements walk-through was done and 2 new requirements have been identified. The CSC will do a cost and schedule impact. The CSC has requested a level of effort from our contractor and a response is due Monday, 1/27. The CSC plans to have the phase 1 project plan by the end of January.

**Upward/Downward Prior Year Adjustments:** The requirements document will be completed by the end of January and then go through the normal review process. The CSC is considering implementing the adjustments in phases.

**Purchase Card Enhancements:** The requirements document is out review and changes are being incorporated with bureau input. The programming effort is estimated to be 12 weeks. Currently there are no dates available on when coding will begin.

An issue was raised about whether the system is compliant with DOC password policies. If the system is not compliant, changes may have to be made or the CSC will have to ask the DOC CIO for a waiver.

**Standard Maintenance:** The February 2003 maintenance release is on schedule. The CSC is synchronizing the data warehouse, purchase card, and CFS releases and from now on they will have the same version number.

**Data Warehouse:** The next release, in February, will include drilldown capability, including multi-year. The CSC would like bureau testers to support the CSC testing effort.

We are looking at publishing a standard for how document numbers for different types of documents will be recorded in the Trial Table. Currently there are some standards in place, but they are not published and have not been used consistently. As part of this

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effort, we will create a set of document number definitions that describe each document number relationship for each possible transaction in the CAMS. These charts will then be used to group transactions in the CFS Trial table in order to create document balances. This effort will resolved problems with matching GJ entries to existing documents, managing documents created in feeder systems, and matching transactions to complex document relationships (e.g., one transaction is related to more than one document.). This effort will also serve as a map for the planned effort to create a set of document links which will enable new features in the warehouse and permit the full deployment of the archiving module.

The CSC may phase out the old trial table and implement a new one that contains a foreign key.

The CSC will work with NOAA to schedule a demonstration of NOAA's data warehouse enhancements.

**GUI Migration Strategy:** The CSC is working on plans to migrate to Oracle 8.0 or higher. The CSC plans to put 2 people on this effort to analyze the migration path and acquire some conversion tools. The CSC will put out a project plan at a later date.

**CSTARS/CFS Interface:** All requirements have been identified and prioritized. Work will be done in a phased approach. The CSC analyzed enterprise application interface (EAI) tools and issued a report. The CSC is working with OAM to acquire an EAI tool.

The CSC has cost proposals from the CFS side to do the interface and we are awaiting CACI estimates.

The CSC will work with NIST to identify requirements and timing issues. The CSC and NIST may need a custom solution to meet NIST's short-term needs.

**JFMIP Testing:** The CSC is moving ahead with test planning. We are identifying test variances because CFS sometimes does things differently from the way the JFMIP test works. The CSC is establishing a review board to oversee what we do and how we do it. The review board needs accounting membership in the February to June time frame. Members will need to attend 6-8 four hour meetings and can observe the test if they like.

**CAMS User Group:** Bureaus will comment on draft document handed out by Patricia Jackson.

**Quarterly Close:** The CSC must have this program by mid-year. The CSC will need bureau test team support during late February/early March for this effort.

**CSC Risk Assessment:** Booz Allen Hamilton have or will be contacting each bureau to discuss how source code is received and protected at the bureau. Booz Allen Hamilton will not be conducting any risk assessment of bureau production operations.

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**Census:** Census is developing the Census Applicant, Personnel, and Payroll System (CAPPS) for the 2004 Census Test. Census will be sending an AR to the CSC to assist in modifying the current NFC payroll interface to accommodate transactions generated from the CAPPS.

**NOAA:** NOAA submitted ARs for over/under adjustments.

**NIST:** NIST needs space for training in the June/July timeframe. Space needs may extend into September/October.

### **Action Items**

1. Accounts Receivable data conversion - John Sansing will schedule the one-on-one meetings with the bureaus to discuss conversion.
2. AR Refinements - John Sansing will identify what technical assessments are not complete and when they will be done.
3. AR Refinements – Once the technical assessments are complete, John Sansing will issue a project plan for coding the ARs and delivering them to the bureaus.
4. Standard Maintenance – John will send out maintenance release schedule for the entire year.
5. Data Warehouse – CSC will schedule a demonstration of NOAA's data warehouse enhancements.
6. John Sansing will check the status of ARs for over/under adjustments.

### Dates of Future Implementation Manager Meetings will be:

2/13 – NIST  
3/13 – Census  
4/10 – NOAA  
5/08 – EDA  
6/12 – CSC